## JOB DESCRIPTION

**JOB TITLE:** Senior Project Officer  
**POST NO:**  
**LOCATION:** Stonegravels Depot  
**SALARY/ GRADE:** Scale 9  
**SERVICE:** Commercial Services  
**RESPONSIBLE TO:** Capital Works Manager  

**MAIN PURPOSE OF POST:** To assist the Capital Works Manager in delivering a high quality, customer-focused Capital and Planned maintenance programme of works allocated to OSD by Chesterfield Borough Council.

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. To ensure that the Major Works section at Operational Services Division meets with current Health & Safety requirements for Capital and Planned works and this is applied to all internal and external programmes of works.

2. To provide project leadership and support to technical officers responsible for rolling out the Capital and Planned works.

3. To assist the Capital Works Manager in the delivery of the planned and capital maintenance programme allocated by CBC.

4. To achieve high levels of performance against KPI’s and to monitor achievement against these targets.

5. To ensure that planned and capital programmes adhere to budgets, ensure effective systems are employed to control expenditure, procurement and use of resources. To accurately record and present budgetary data.

6. To liaise with the Capital Works Manager re programmed works derived from responsive repairs, and to assist the Capital Works Manager in implementing programmes for such works.

7. To ensure that the Operational Services Division’s workforce deliver an efficient and high quality, customer focused Planned and Capital Housing programme.

8. To liaise with the Housing Services Client side section in respect of programmes of work and updating data bases. To communicate effectively with the Housing Services Asset management team.

9. To provide progress and budget reports to the Senior Management Team, Operational Services Manager and the Capital Works Manager.

10. Ensure the effective use of ICT systems to provide a seamless service delivery, and to ensure accurate data and information.
11. To ensure proper conduct of Capital and Planned staff and operatives.

12. To assist with the implementation of the capital and planned works programme set out by the Assistant Director Of Commercial Services.

13. To assist with any enquiries in relation to technical and property maintenance matters for planned and capital maintenance.

14. To assist with any contractual disputes that may arise within the capital programmed works, and to liaise with the Council’s legal and audit departments to resolve any such disputes.

15. To assist in any Design and Build special projects undertaken by OSD.

GENERAL:

1. To implement and actively contribute to the development of the Council’s Equalities Policies including behaviour at work and challenging discrimination.

2. Undertake such other duties and responsibilities that are equal/similar to the responsibility level and grade of the post as may be determined from time to time by the Operational Services manager in consultation with the postholder.

SPECIAL FEATURES OF POST:

1. You may be required to carry out the duties at the Stonegravels Depot site, Chesterfield, or at any other Council site.
PERSON SPECIFICATION

JOB TITLE  Senior Project Officer

DEPT/SECTION  Commercial – Operational Services

SKILLS / KNOWLEDGE / ABILITIES

ESSENTIAL

• Project Management skills
• Good working knowledge of technical issues concerning housing maintenance and construction
• Good understanding and ability to use ICT products
• Able to demonstrate knowledge of health and safety legislation and guidance as it relates to housing maintenance.
• Able to demonstrate leadership and staff management skills.
• Ability to work in customer facing environment and experience of delivering added value to customers.
• Ability to adhere to challenging targets.
• Ability to work under pressure and to prioritise.
• Good interpersonal skills
• Able to demonstrate excellent customer care skills
• Good organisational skills
• Ability to work on own or as part of a team.
• Knowledge and practice of Local Housing Policies

DESIRABLE

• Ability to work out-of-hours to provide support and to attend meetings
• Knowledge of local authority or Housing Association management.
• Good working knowledge of legislative and contractual frameworks relevant to the delivery of housing maintenance
• Knowledge of the tender process and standard building contracts

QUALIFICATION / TRAINING

ESSENTIAL

• Trade related qualification (City & Guilds/NVQ etc.)
• Full Driving Licence

DESIRABLE

• Educated to degree level
• Supervisory or managerial qualifications, e.g. ONC/HNC etc., ITC qualifications